

CONFIDENTIAL**ROUTING AND RECORD SHEET**

DD/A Registry

83-4067

SUBJECT: (Optional)

DCI Secretarial/Clerical Management Advisory Group
Report for the Period November 1982 - June 1983

FROM:

Chairman, DCI S/C MAG

EXTENSION

NO.

DATE 29 August 1983

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDA
7 D 24 Hqs

4 SEP 1983

2 SEP 1983

A

2.

A D O A

4 SEP 1983

J

3.

D O A

2 SEP 1983

J

4.

George

6 SEP 1983

654

R

5.

Registry

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

DD/A REGISTRY
FILE: 1-6

25X1

25X1

83-4067

CONFIDENTIAL

~~CONFIDENTIAL~~

29 August 1983

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence
Executive Director

FROM:

[REDACTED]

25X1

Chairman, DCI Secretarial/Clerical Management Advisory
Group

SUBJECT: DCI Secretarial/Clerical Management Advisory Group
Report for the Period November 1982 - June 1983

1. The DCI Secretarial/Clerical Management Advisory Group (DCI S/C MAG) was established with the approval of the DCI and Acting DDCI in December 1977. Our membership consists of three representatives from each Directorate and the DCI Area. Our current professional advisor is [REDACTED] Office of the Comptroller.

25X1

2. The DCI S/C MAG has suffered over the past couple of years from uneven membership interest and poor attendance. We have asked our advisor to remind the Directorates to consider only those for membership who are interested in learning more about the Agency and in contributing to our projects. Since last fall, the group has become more active and virtually all members attend the monthly meetings. We have accomplished several worthwhile activities which are listed in the attached report, the most important of which was the program we sponsored in the auditorium during National Secretaries Week.

3. I have enjoyed my tour as Chairman of the DCI S/C MAG and have benefited from it, both personally and professionally. The DCI S/C MAG strives to serve as a sounding board on issues that affect the secretarial/clerical work force for senior Agency managers and stands ready to be of assistance. Our new Chairman will be [REDACTED] ORD/DS&T.

25X1

Attachment

[REDACTED]

25X1

The name in paragraph 3. is CONFIDENTIAL;
all other portions are UNCLASSIFIED.

[REDACTED]

25X1

~~CONFIDENTIAL~~

O/ADDA [] cn (26 Aug 83) []

25X1

Distribution:

Original - Addressee w/att

- 1 - DDCI w/att
- 1 - EXDIR w/att
- 1 - DDA w/att
- 1 - DDI w/att
- 1 - DDO w/att
- 1 - DDS&T w/att
- 1 - GC w/att
- 1 - IG w/att
- 1 - D/OLL w/att
- 1 - COMPT w/att
- 1 - ER w/att
- 1 - []/COMPT
- 1 - Each DCI S/C MAG Member

25X1

DCI Secretarial/Clerical Management Advisory Group
Report for the Period November 1982 - June 1983

PROJECT	DATE	COMMENTS	DEADLINE
The DCI S/C MAG was invited to send an observer to the OCDP Panel meetings in preparation for the 1982 program.	10 August 1982	A member of the DCI S/C MAG attended the OCDP Panel meetings from 17 August 82 until the Job Fair took place on 29 October 82	Completed
Request by DD/RCD/OIS for DCI S/C MAG's help in updating the Correspondence Handbook [redacted]	9 November 1982	[redacted] DD/RCD/OIS, attended a DCI S/C MAG meeting and asked for the members' help in asking other secretaries for suggestions to update the Correspondence Handbook. The Chairman collected the suggestions and passed on the opinion of the DCI S/C MAG to DD/RCD that the Correspondence Handbook was so far out of date that it needed to be rewritten.	Comp ^{25X1} _{25X1}
The Executive Director asked for the DCI S/C MAG's reaction to the memorandum from D/OP regarding the recommendation made by PMAB that the formal panel evaluation system be made optional for secretarial and clerical employees at grade level GS-06 and below.	16 November 1982	After each member consulted other secretaries and clericals in her area, the DCI S/C MAG responded to the Executive Director with a formal memorandum generally concurring with the recommendation.	Completed
The DCI S/C MAG voted to sponsor two runnings of a program to be held in the Headquarters auditorium during National Secretaries Week, 25 - 29 April 1983, with the theme, "The Effect of ADP and Word Processing on Skills, Grades, and Working Conditions of Secretarial and Clerical Employees."	30 November 1982	[redacted] Chief, New Building Project Office, OL, gave a briefing on the new building and the impact of word processing equipment on the planning for it. [redacted] Chief Position Management and Compensation Division, OP, gave a briefing on the effect of word processing skills on grades and positions. Both were followed by a question and answer period. The Executive Director opened both programs. Wang Laboratories, Inc. agreed to sponsor an exhibit of their equipment in the	Comp ^{25X1} _{25X1}

(continued)

PROJECT	DATE	COMMENTS	DEADLINE
		1 A Corridor. Many favorable responses to the programs were received. The results of a questionnaire passed out during the programs showed most employees rating the programs "excellent" or "average" and the majority said they would like to have more programs.	
Invite members from the DDO Secretarial Clerical MAG to attend DCI S/C MAG meetings.	24 January 1983	The Chairman and two other members attended the DCI S/C MAG meeting on 26 January 1983. The DDO MAG members were invited to participate jointly with the DCI S/C MAG in planning a program for National Secretaries Week or to sponsor their own separate program.	Completed
The Deputy Director for Policy, Analysis & Evaluations, OP, was invited to brief the DCI S/C MAG on the results of the "Overseas Compensation Study" performed by the firm of [REDACTED]	16 February 1983	DCI S/C MAG members were interviewed by representatives of the firm in the fall of 1981. [REDACTED] DD/PA&E, gave a very interesting briefing of the results of the study and passed out a paper comparing salaries and grades of Agency secretaries with other Federal Government agencies and private industry. The paper was circulated with the minutes of the 16 February DCI S/C MAG meeting.	Completed 25X1 25X1